



SUPPLIER REGISTRATION GUIDE

Register Your Company with the City of Arlington, Texas

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**SUPPLIER
PORTAL**

REGISTRATION GUIDE: City of Arlington Supplier Portal

From the portal:

- Click **REGISTER**

The screenshot shows the 'LAWSON Supplier Portal' header. On the left, under 'Login/Register', the 'Register' link is circled in red. Other links include 'Login', 'Forgot User Name?', 'Events', 'Browse Open Events', and 'Search Events'. The center section, 'Supplier Portal', describes the portal's purpose and lists benefits: self-service registration, multiple commodity codes, improved communication, document upload, and accessible data. On the right, under 'Links', there are links for 'Goods & Services M', 'CoA Bid Opportunit', 'City Terms & Condi', 'Texas CMBL (Find M', and 'Adobe Reader Dow'. Below that is an 'Announcements' section.

SECTION 1: TERMS and CONDITIONS

- Read the terms of registration.
- If you choose to continue, click **ACCEPT TERMS AND CONDITIONS**
- Click **CONTINUE**

The screenshot shows the 'Status' page with a red border. A message states: 'Read the Terms and Conditions for doing business with this organization. To proceed with registration, you must accept the Terms and Conditions.' Below this, it says 'Following is Required Reading' and provides detailed text about bidding responsibilities and procedures. At the bottom, there is a checkbox labeled '* Accept Terms and Conditions' which is highlighted with a red box. To the right of this checkbox are 'Continue' and 'Cancel' buttons, with the 'Continue' button also highlighted by a red box.

SECTION 2: CONTACT INFORMATION

The screenshot shows the 'Supplier Registration - Contact Information' page. A progress bar at the top highlights 'Contact Information' in green, with other steps being blue. Below the progress bar, a message states: 'Enter the login and primary contact information for your business. User IDs and passwords are case sensitive and space sensitive'. The form is divided into two sections: 'Become A Supplier - Create An Account' and 'Enter Information About Yourself'. The first section has fields for 'User Name', 'Password', and 'Confirm Password'. The second section has fields for 'Title', 'Given Name (First)', 'Family Name (Last)', 'Phone Number', 'Fax Number', and 'Email Address'. There are also checkboxes for 'Receive Email Notification' and a link to 'Create Email Address'. A legend at the bottom indicates that '*' denotes required fields.

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- **NOTE:** All fields flagged with an asterisk (*) are required!
- Create your Login User Name
 - Note: This is case/space sensitive
- Create your Password
 - Note: This is case/space sensitive
 - Minimum length: 8 positions
 - Must contain at least one (1) upper case alpha character
 - Must contain at least one (1) numeric character
 - Cannot contain more than two repeating characters
- Enter information about yourself, as the primary contact for your company. Required fields:
 - First Name/Last Name
 - Phone Number
 - Email Address
 - If you do not have an email address, click on **Create Email Address** to create one.
- Click **CONTINUE**

SECTION 3: COMPANY INFORMATION

Supplier Registration - Company Information

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Enter your company information.

Company Information

* Company Name Doing Business As
Dun And Bradstreet Business Type
* Tax Id Type * Tax Id
Website

Address Information

Mailing address

* Address Line 1
Address Line 2
Address Line 3
Address Line 4
* City
* State Province
* Postal Code
Country
* Country

Remit to name and address

Remit To First Name
Remit To Last Name
☐ Check If Remit To Address Is The Same As Mailing Address

Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
State Province
Postal Code
Country
Country

* = Required

[Back](#) [Continue](#) [Cancel](#)

- **NOTE:** All fields flagged with an asterisk (*) are required!
- Enter all information about your company. Required fields are:
 - Company Name
 - City
 - State
 - Tax ID Type
 - Tax ID number
 - Postal Code (Zip)
- Click **CONTINUE**

SECTION 4: DIVERSITY CODES

- To select the Diversity Code for which you are certified, click the button labeled **ADD**.
- The system will open a list of available codes.

- To select the code, click in the box to the left of the Code(s);
 - If none apply, please click **NA- NOT APPLICABLE**.
- After choosing, click **ATTACH TO CONTACT** (button in the upper left hand corner of the form).
- The system will return you to the Selected Diversity Codes form where you can view any previously selected diversity codes. Any verification certificates can also be uploaded at this time.
- Click **CONTINUE**

SECTION 5: QUESTIONS

- Answer any questions in this section.
- Click **CONTINUE** to proceed.

SECTION 6: COMMODITY CODES

- Click on **ADD** to select the Commodity Code(s) for which your firm would like to receive future bid notifications.

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- The system will open a list of available codes from which to select.
 - You must select at least once commodity code to receive future notifications.
 - Use NEXT/PREVIOUS to navigate the available codes.
 - Choose how many codes display at one time by choosing the *page size* (lower right).
 - Use the SEARCH function at the top of the page to locate codes by keyword or description.
 - To display codes with a description including a specific keyword, enter only that word.
 - Example: office

Available Commodity Codes

Advanced Search
Commodity Search

Search Reset Save Search

Attach To Contact Cancel

<input checked="" type="checkbox"/>	Commodity Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MAC
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUT
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CL
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/>	031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS
<input type="checkbox"/>	035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<input type="checkbox"/>	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

First Page | Previous Page | Next Page | Last Page Page size: 10

- To select the code, click the box to the left of the code(s) and then click **ATTACH TO CONTACT**.
- The system will return you to the Selected Commodity Codes form where you can view any previously selected commodity codes.
- At any time you can return and select additional codes by returning to this form and clicking **ADD**.

Helpful Hint: To view the guide in book form, visit: http://www.window.state.tx.us/procurement/com_book/index.html

- When finished choosing Commodity Codes, click **CONTINUE** to proceed.

SECTION 7: PROXY NOTIFICATIONS

A “proxy” is another contact within your firm, company, or organization that needs to receive the same notification you do. This is a critical back-up for your company when bid notification occurs and it is highly recommended that you set-up another contact within your organization to receive notices.

- To set up a proxy user to receive notification, click the **ADD** button.

Supplier Registration - Proxy Notifications

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Proxy Notifications

Add

Last Name	Email Address	Receive Notifications?
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- The system will open the page for you to enter the proxy information.

The screenshot shows the 'LAWSON Supplier Portal' header. Below it, the section is titled 'Proxy Notification - Proxy Notifications'. A note states: 'Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.' The form contains three required fields: 'Given Name (First)', 'Family Name (Last)', and 'Email Address'. There is a checkbox labeled 'Receive Email Notification' which is checked. A legend at the bottom left indicates '*' = Required. At the bottom right, there are two buttons: 'Continue' and 'Cancel', with the 'Continue' button highlighted by a red rectangle.

- All fields are required.
- When finished, click **CONTINUE**.
- The system will return you to the Selected Proxy Notification Screen form where you can view the proxys you have added.
- You can continue to add proxys by repeating the steps in this section.

COMPLETING REGISTRATION

The screenshot shows the 'LAWSON Supplier Portal' header. The section is titled 'Supplier Registration - Proxy Notifications'. Below this, the 'Status' is displayed as 'Registration status: Complete'. A message reads: 'Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.' At the bottom left is a 'Back' button and at the bottom right is a 'Done' button.

- You have successfully entered your company's information in the City of Arlington's database.
- Click **DONE** to send the information to our servers.
 - NOTE: Your information will be validated by City staff and upon verification of registration fee through the City's online store; your profile will be activated.

To pay the registration fee and activate your profile, return to the main login page and click on:

PAY REGISTRATION FEE.

- You will be transferred to the City's Online Store, where you can make your payment. Within 24-48 hours of payment verification, your profile will be active.
- After adding the Registration Fee to your cart, click on **My Account** to fill in payment information.
- After filling in payment information, click on **View Cart/Checkout** to complete payment.

It is our distinct pleasure to serve you in the creation of this tracking and notification database. If you have any questions or need assistance, send us an email at purch@arlingtontx.gov and in the subject line type:

REQUEST REGISTRATION ASSISTANCE.